

3500 Boston Street, Ms-12, Suite 329  
Baltimore, Maryland 21224  
(410) 522-5870

Albrecht Engineering Inc. is an equal opportunity employer and considers all applications for employment without regards to race, color, religion, ancestry or natural origin, sex, age, marital status, sexual orientation, disability, veteran status or any other legally protected status.

## Applicant's Demographic Information

Last Name	Other Name(s) Worked Under	First	Middle	
Address Number	Street	City	State	Zip code
Home Phone	Business Phone	Cell Phone	E-mail Address	

Position applied for  Full time  
 Part time

Date you can begin work	Salary expected
Have you ever been convicted of a felony, other than one which has been expunged from your record or which you have been pardoned? <input type="checkbox"/> Yes <input type="checkbox"/> No Check one box  Note: A conviction will not necessarily disqualify you from employment but will only be considered in relation to specific job requirements.	If yes, explain details (include full name from which you were convicted).
Drivers License If you are applying for a position that requires driving, do you Possess a valid driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you are required to maintain automobile liability insurance to perform the duties of the job do you currently have insurance <input type="checkbox"/> Yes <input type="checkbox"/> No

Section II - Education II - Education

Circle Highest  
Grade Completed

High  
School  
9 10 11 12

College  
1 2 3 4

Advanced Degree { } Yes { } No  
Type of Degree \_\_\_\_\_

Name/ Location of School

Area(s) of Concentration

Diploma/Degree(s)

High School

College

Graduate  
Or Other

Trade or  
Vocational Training

Current Licenses and/or Certifications

Military Status

Branch of Service

Period of Active Duty

Relevant Training

Section III – Employment History

“I understand that consideration for employment in this position is contingent upon the successful results of an employment reference and background check; I therefore authorize Albrecht Engineering Inc to investigate all statements made on this application for employment and to discuss the results of its investigation with those responsible for hiring. I further authorize Albrecht Engineering Inc. to contact my former employers and any listed reference or other persons who can verify employment. I give my consent for former employer(s) and other contacted persons to respond to questions pertaining to information on this application. Further, I release from liability such former employer(s) or other persons contacted by providing information to Albrecht Engineering Inc.”

Please list employment for past ten years – Begin with most recent position including military service – References will be obtained from the information you provide.

All Information Must Be Complete

May we contact your present/most recent employer { } Yes { } No

<p>Employer</p> <hr/> <p>Company Name: Address:</p> <p>Telephone: Supervisor's Name:</p>	<p>Title and Description of Duties</p> <hr/>	<p>Dates Employed</p> <hr/> <p>From:                      To:</p> <p>Final Salary:</p> <p>Reason for Leaving:</p>
<p>Employer</p> <hr/> <p>Company Name: Address:</p> <p>Telephone: Supervisor's Name:</p>	<p>Title and Description of Duties</p> <hr/>	<p>Dates Employed</p> <hr/> <p>From:                      To:</p> <p>Final Salary:</p> <p>Reason for Leaving:</p>
<p>Employer</p> <hr/> <p>Company Name: Address:</p> <p>Telephone: Supervisor's Name.</p>	<p>Title and Description of Duties</p> <hr/>	<p>Dates Employed</p> <hr/> <p>From:                      To:</p> <p>Final Salary:</p> <p>Reason for Leaving:</p>
<p>Employer</p> <hr/> <p>Company Name: Address:</p> <p>Telephone: Supervisor's Name:</p>	<p>Title and Description of Duties</p> <hr/>	<p>Dates Employed</p> <hr/> <p>From:                      To:</p> <p>Final Salary:</p> <p>Reason for Leaving:</p>

Have you ever been terminated, asked to resign or left a job without notice?

Yes                       No                      (Check one box)

If yes, identify the employer(s) and explain the circumstances.

If additional space is needed, please attach an additional sheet(s) utilizing the same format.

#### Section IV – Required Reading for Applicant Section

1. I understand that as a condition of any offer of employment, I am required by federal law to produce documentary evidence of my identity and authorization to work in the United States and that this documentation must be submitted to Albrecht Engineering Inc. within three calendar days from my first day of work. Failure to produce this information within three calendar days will result in the termination of my employment. This process is known as the I-9 process.
2. If I am hired, I understand Albrecht Engineering Inc. retains, consistent with applicable law, all rights and privileges to hire, transfer, terminate and adjust staffing as deemed in its best interest.
3. I understand that any offer of employment is contingent on my passing a drug test; a criminal background check; receipt of satisfactory references; and my ability to produce the required I-9 documentation.
4. I understand that if hired, my employment with Albrecht engineering Inc. is an at-will relationship and that employment can be terminated at any time by either party; that if I have any legal issue with the Company I must file all charges within a six month statute of limitations; upon leaving employment I will not make any disparaging comments concerning the company and I will maintain confidentiality pertaining to all company information.

I acknowledge that I reviewed Paragraphs 1-4 above. I understand that any false answers, statements, omissions or misrepresentation made by me on this employment application will be sufficient grounds to either rescind an offer of employment or terminate my employment with Albrecht Engineering Inc.; any employment offer made to me is contingent upon verification of the information I have provided on this employment application.

**Under Maryland Law, an employer may not require or demand as a contingent of employment, prospective employment, or continued employment, that an individual submit to or take a Lie Detector or similar test. An employer who violates this law is guilty of a misdemeanor and subject to a fine not to exceed \$100.**

My signature indicates that I have read this application and understand the information in Sections I through IV.

Signature \_\_\_\_\_ Date \_\_\_\_\_